



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

QUOTATION CALL NOTICE

Tender Notice No: NITR/PW/2017/08

Date: 13.07.2017

NIT Rourkela intends to hire one new vehicle of brand **Bolero SLE (Diesel)** with an individual driver as per the following terms and conditions. Interested Agencies/Individuals may send their sealed quotations, on or before **Dt. 07.08.2017 by 12:30 P.M.** along with **E.M.D of Rs. 10,000/-** (Rupees Ten Thousand only) in shape of Demand Draft / Banker's Cheque in favour of "Director, NIT Rourkela", payable at Rourkela. The bid without EMD is liable to be rejected. The E.M.D will be refunded to unsuccessful bidders within a week of finalization of tender. The quotations will be opened on **Dt. 09.08.2017 at 5:00 P.M.** The bidders are requested to apply in sealed envelopes addressed to **The Registrar, NIT Rourkela-769008** super scribing the following on the top of the envelope.

HIRING OF BOLERO SLE (Diesel) ON LEASE BASIS
Enquiry No.: NITR/PW/2017/08, Date: 13.07.2017

The bids must be submitted in three **separate** sealed envelopes as listed below all kept in one sealed big envelope.

- a) Technical Bid
- b) Price Bid
- c) EMD

The Technical bid and price bid shall have **70%** and **30%** weightage respectively out of **100 marks**. The bidders securing 60% of the total marks assigned to technical bid (i.e. 42/70) shall be declared qualified in the technical bid evaluation. Firm/Individual's profile, credentials and experience shall constitute the parameter for evaluation of technical bids. Bidders need to quote the hiring charge (apart from driver's salary) of the vehicle in the Price Bid. However, selection will be made based on the highest score [Technical evaluation (70) + Financial score (30)].

TERMS AND CONDITONS:

1. The vehicle must be brand new (the date of purchase should not be prior to **1st Jan 2017**).
2. This lease shall be for a period of **05 (Five) years** but after satisfactory performance report by the Institute year-wise or whenever necessary. Institute reserves the right to extend the lease period after expiry of the contract and also reserves the right to revoke the lease if the leasing firm / individual breach any terms and conditions laid in the contract during the tenure.
3. Availability of the vehicle shall be from **6:00 PM to 6:00 AM** for seven days a week.
4. The vehicle shall have a cover over its roof and attached with fog lights.
5. The vehicle shall be capable of carrying 7/8 people.
6. The vehicle will be under custody of the Institute during the lease period.

7. The Agency/Individual will take care of Maintenance, Insurance and other statutory obligations of the vehicle.
8. The vehicle should be registered with the concerned authorities at Rourkela (preferably), Govt. of Odisha. A certificate to this effect should be provided to the Institute.
9. Ordinarily the vehicle shall be driven by driver employed by the contractor; however any employee or authorized person of the Institute with a valid license shall be permitted to drive the vehicle.
10. Routine maintenance / servicing of the vehicle should be done by the agency/individual once in a month at his own cost.
11. Institute will provide Diesel/Petrol, Engine Oil, Water, Air and minor maintenance cost for the vehicle. All other maintenance costs will be borne by the agency/individual.
12. In case of break-down the leasing Agency/Individual will be responsible for repair and maintenance of the vehicle. Institute will not pay any type of compensation for maintenance or Insurance of the vehicle.
13. Total down period excluding routine maintenance in a year should not exceed 10 days.
14. If the breakdown is more than 48 hours, the agency/individual shall provide alternative vehicle or penalty shall be charged on the party at the rate of four times of the daily contract rate.
15. If the Vehicle is hypothecated to a bank or any financial institution the leasing Agency/Individual has to produce concurrence of the Institute/Bank.
16. The vehicle is to be delivered within one month from the date of issue of the order failing which the E.M.D. shall be forfeited and next eligible agency @ the quoted price of Rank 1 or Rank 2 whichever is less shall be offered. On denial / dishonor by the Rank 2 party the tender would be cancelled.
17. The Agency/Individual shall abide by all statutory laws, rules and regulation of the state Govt. /Central Govt. as per jurisdiction.
18. No manpower and/or resources should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person and/or resources displaced from job". The Institute shall not entertain such claim.
19. Driver should possess license for both heavy & light vehicle.
20. Driver salary will be paid @ **Rs 9000/- per month** by the Institute to the firm along with the hiring charge. However driver's salary would be enhanced to **107%** and **115%** of the basic value for ^{2nd} and ^{3rd} year respectively. After three years, the pay of the Driver would be reviewed by the Institute. All payment must be made to the driver's bank account and a copy of the pass book shall be submitted along with the bills. The hiring charges would remain fixed for the tenure of the contract
21. **Payment:** Payment will be made on monthly basis. The bill in triplicate in the name of the Registrar, NIT Rourkela is to be submitted in the Office of Transport In-charge. The payment of the certified bill shall normally be made within 20 working days from the date of receipt of the bill along with evidence of payment of driver's salary, bank premium (in case of hypothecation), vehicle insurance and driver life insurance dues.
22. Drivers have to mark biometric attendance. The firm / individual will also register two alternative drivers, who may substitute the regular driver when he is on leave. Their biometric date will be on record.
23. Employer may pay additional amount to Driver over and above this amount. No information needs to be given to NIT.

24. If EPF/ESI contribution is made, NIT will bear the expenses against receipt, over and above the contract amount.
25. Driver to be appointed by employer only after he is interviewed by the Institute, but to be retrenched by NIT only. Driver shall not claim any employment in NIT. In case of poor performance or misconduct observed by the Institute, the driver's service may be terminated by giving him such time as decided by the Institute. These points must be communicated to the driver at the time of appointment.
26. In case of poor performance or misconduct observed by the employer he can be discharged or terminated from service by the employer, with the approval of Director. In such situation, the contractor will seek permission of NIT giving full justification for the act.
27. Driver's leave shall be approved by employer with or without pay, but replacement driver to be given at proportionate pay. Any cut in the pay of the driver must be reported to the Institute and subtracted from the claim of the contractor.
28. While the driver will ordinarily drive the vehicle supplied by the agency, the Institute at its discretion may ask the driver to drive other light or heavy vehicles owned or hired by the Institute.
29. Suitable life insurance policy for at least **Rs. 10 Lakh** for the driver will be ensured by the Firm. Owner of vehicle must ensure that premiums are paid in time. The copy of the paid insurance policy has to be submitted to NIT every year.
30. In case of violation of any of the terms and conditions of the contract by the agency, the contract shall be terminated with immediate effect without any compensation.
31. Safety, sincerity and availability being the prime concerns, rather than economy, service providers may be selected by a committee instead of being selected on **L-1 basis**. Candidates and firms with proven service record will be given preferences.
32. The Validity of the offer must be for **60 Days** from the date of opening of Finance Bid.
33. All documents as mentioned in **Annexure-I** has to be submitted along with the bid failing which the bid shall be rejected.
34. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Rourkela only. In case of violation of any of the terms and conditions of the contract by the agency, the contract shall be terminated with immediate effect without any compensation. Also the Institute reserves the right to cancel the contract at any period of time during the contract without citing any reason thereto with a compensation equal to one month's hiring charge.
35. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.

Sd/-
Registrar

Technical Bid

Sl. No.	Required Information	Details to be filled up by the Bidders Firm/Agency
1	Name of Bidding Firm/ Agency/ Individual	
2	Full Address with Telephone No., FAX No., & Mobile No.	
3	E-Mail ID:	
4	Income Tax Registration No / PAN No. (Please Attach copy)	
5	GST Registration Number (Please Attach copy)	
6	Name of Proprietor / Director of Firm/Agency & address:	
7	The bidder should have at least three (3) years' experience in work of similar nature with Govt. offices / IITs / NITs/ PSU's and must have executed the similar contract as.	
8	Details of EMD Fee in favor of NIT Rourkela (Attach copy of proof)	
9	Details of Bank	Name of Bank: _____ Account No. : _____ IFSC Code : _____ MICR Code : _____
10	Work Order Copies having executed similar type of services at least last 3 financial years. (Please Attach copy)	
11	Annual Turnover of last three years as specified with proof of document (Please enclose Balance Sheet and P&L Account of last 2 years)	
12	Whether Firm agrees to abide by the terms and conditions of the tender document? In the event of award of the contract?	
13	Details of the vehicle (If available) RC Book, Insurance copy, Sell Invoice and others.	

(Name & Signature of Tenderer)

Annexure-II

Price Bid

Sl. No.	Name of the Vehicle	Monthly Charges excluding Driver's Salary
1.	Bolero SLE (Diesel) attached with fog lights.	

Note:- The lump sum rate quoted by the agency will be inclusive of all the charges for the vehicle including Registration charges, Road tax, Insurance charges, maintenance charges, various other taxes & levies, if applicable, fines, etc.

(Name & Signature of Tenderer)